

The Harrison Law Firm P.C.

38-08 Union Street, Suite 11A
 Flushing, New York 11354
 United States

INVOICE

Invoice # 7579
 Date: 2019-11-08
 Due Upon Receipt

周宝敏 Zhou Baomin

NY 11355

03635-Zhou Baomin**Zhou v. Wait Realty Corp. et al.**

Type	Date	Notes	Quantity	Rate	Total
Service	2019-05-04	Meet with client to discuss unpaid overtime wages and employment history.	1.70	\$250.00	\$425.00
Service	2019-05-04	Collect information about corporate defendants (full name, address) from public records.	0.20	\$250.00	\$50.00
Service	2019-05-04	Calculate amount of client's damages for unpaid minimum wages and unpaid overtime.	1.40	\$250.00	\$350.00
Service	2019-05-07	Meet with client to discuss overtime incurred on renovation projects.	0.30	\$250.00	\$75.00
Service	2019-05-07	Calculate amount of employee's unpaid minimum wage and overtime wages.	1.00	\$250.00	\$250.00
Expense	2019-05-07	Mail, postage, shipping: USPS Priority shipping with signature required to Defendants.	1.00	\$39.80	\$39.80
Service	2019-05-07	Draft demand letter detailing categories of damages.	1.20	\$250.00	\$300.00
Service	2019-05-14	Discuss status of case with client.	0.10	\$250.00	\$25.00
Service	2019-05-20	Communicate with defendant regarding potential settlement of dispute.	0.10	\$250.00	\$25.00
Service	2019-05-21	Meet with defendant, John Wai, to discuss potential settlement options.	0.80	\$250.00	\$200.00
Service	2019-05-30	Meet with client to discuss defendant's settlement offer and documents provided by defendant.	0.80	\$250.00	\$200.00
Service	2019-06-09	Draft complaint for unpaid minimum wages and overtime wages.	0.60	\$250.00	\$150.00
Service	2019-06-12	Draft complaint for compensation pursuant to the FLSA and NYLL.	1.20	\$250.00	\$300.00

Service	2019-06-13	Draft complaint for unpaid minimum wages and overtime wages.	0.20	\$250.00	\$50.00
Service	2019-06-14	Draft complaint for unpaid minimum wages and overtime wages.	4.20	\$250.00	\$1,050.00
Service	2019-06-14	Draft summonses to serve on individual and corporate defendants.	0.60	\$250.00	\$150.00
Expense	2019-06-14	Court Filing Fees: Complaint filing fee. Receipt number ANYEDC-11578363.	1.00	\$400.00	\$400.00
Service	2019-06-17	Receive call from defendant regarding newly-filed case.	0.10	\$250.00	\$25.00
Service	2019-06-17	Arrange service of process on all defendants.	0.10	\$250.00	\$25.00
Expense	2019-06-19	Process Server: Service of process fee: DJ & H PROCESS SERVICE INC. 111-13 115 STREET SOUTH OZONE PARK, NY 11420 TEL: 718-843-1184 (OFFICE) TEL: 917-686-4554 (CELL) FAX: 718-843-0332	1.00	\$240.00	\$240.00
Service	2019-06-29	Review notices of appearance filed by opposing counsel.	0.10	\$250.00	\$25.00
Service	2019-07-01	Review and file process server's affidavits of service as to all defendants.	0.30	\$250.00	\$75.00
Service	2019-07-04	Review Defendants' Answer to Complaint.	0.10	\$250.00	\$25.00
Service	2019-07-04	Draft discovery requests to all defendants.	0.80	\$250.00	\$200.00
Service	2019-07-04	Prepare written discovery requests to Defendants regarding Plaintiff's claimed unpaid overtime wages.	3.10	\$250.00	\$775.00
Service	2019-07-05	Prepare written discovery requests to Defendants regarding Plaintiff's unpaid overtime wages.	0.40	\$250.00	\$100.00
Service	2019-07-09	Review Initial Conference Order and Defendants' request for adjournment.	0.20	\$250.00	\$50.00
Service	2019-07-14	Finalize written discovery requests to defendants.	1.70	\$250.00	\$425.00
Service	2019-07-16	Prepare discovery scheduling order.	0.30	\$250.00	\$75.00
Service	2019-07-16	Phone conference with opposing counsel regarding initial scheduling order and discovery schedule.	0.30	\$250.00	\$75.00
Service	2019-07-16	Review draft initial scheduling order prepared by opposing counsel.	0.10	\$250.00	\$25.00
Service	2019-07-19	Review initial scheduling deadlines.	0.10	\$250.00	\$25.00
Service	2019-07-24	Review Defendants' initial disclosures and discovery requests.	0.40	\$250.00	\$100.00
Service	2019-07-31	Draft Plaintiff's initial disclosures.	1.90	\$250.00	\$475.00

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Service	2019-08-12	Call with opposing counsel regarding plaintiff's calculation of damages.	0.10	\$250.00	\$25.00
Service	2019-08-18	Review discovery deadlines and request production from Defendants.	0.10	\$250.00	\$25.00
Service	2019-08-21	Review documents produced by defendants.	0.40	\$250.00	\$100.00
Service	2019-08-23	Draft responses to Defendants' Request to Produce Documents.	0.60	\$250.00	\$150.00
Service	2019-09-20	Review documents produced by defendants. Review defendants' responses to interrogatories. Discuss documents produced by defendants with client.	0.80	\$250.00	\$200.00
Service	2019-09-23	Meet with client to discuss deposition, documents produced by Defendants, and Defendants' interrogatories.	1.30	\$250.00	\$325.00
Service	2019-10-08	Draft response to Defendants' First Set of Interrogatories.	0.80	\$250.00	\$200.00
Service	2019-10-14	Participate in settlement mediation.	4.50	\$250.00	\$1,125.00
Service	2019-10-22	Review settlement agreement.	0.40	\$250.00	\$100.00
Expense	2019-10-23	Mediation: Mediation fee to Patrick Michael McKenna	1.00	\$300.00	\$300.00
Service	2019-11-06	Discuss settlement agreement with client.	0.50	\$250.00	\$125.00
Service	2019-11-06	Prepare joint letter motion.	0.60	\$250.00	\$150.00
				Total	\$9,604.80

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7579	2019-11-08	\$9,604.80	\$0.00	\$9,604.80
Outstanding Balance				\$9,604.80
Total Amount Outstanding				\$9,604.80